

# The 10-Minute Site Meeting

Association representatives who hold regular site meetings — especially in difficult times — have the best shot at strengthening membership rapport. But how do you deal with the reluctance of members to attend meetings? **Answer: promise short meetings!**

Make association meetings snappy, businesslike, and use a clock (have someone help you keep time).

1. Distribute an Announcement that calls attention to the 10-minute limit. It could include comments such as:
  - ◆ We begin at (time) sharp!
  - ◆ We meet at (place)!
  - ◆ We will end at (time) sharp!

2. The agenda might look like this:

## SAMPLE AGENDA:

**Current Issues Update** — Brief review of major topics discussed at last Site Rep Council meeting  
(2 MINUTES)

**Our Hot Issue** — We need your opinions on \_\_\_\_\_ before we go to the next Site Rep Council meeting.  
(4 MINUTES)

**What's on Your Mind?** — A review of a current issue that concerns members in this site.  
(2 MINUTES)

**A Success or Problem Story** — We're having some success in this area, or we're optimistic in this area (maybe about successful resolution of grievances and/or agreement with District to resolve an ongoing issue) — thanks to your union's efforts.

Or: We're having a problem in this area: \_\_\_\_\_. We need your help/input in dealing with this (explain what is needed from members). This can also be a moment to make people aware of an issue and how to deal with it/who to turn to for help, or there might be a need for them to report to the union office if they are also experiencing the same or similar issue.  
(2 MINUTES)

### **Time's up!**

Close by asking for questions. Provide a quick response, or have them complete a feedback/question sheet for follow-up.



# Twin Rivers United Educators

## SITE MEETING AGENDA

MEETING WILL TAKE PLACE AT: \_\_\_\_\_

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

A.- Issues discussed at last Rep. Council: (2 minutes)

B.- We need the opinion/views of educators at this site on \_\_\_\_\_  
to present them at the next Rep. Council Meeting. (4 minutes)

C.- The latest development on the issue of \_\_\_\_\_ (3 minutes)

D.- An Association victory you should be proud of: \_\_\_\_\_ (1 minute)

*Don't forget to leave at the door your questions and suggestions:*



I would like a meeting about:

Questions:

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\_\_\_\_\_  
Name and Date

\_\_\_\_\_  
Phone Number